



Council Office Report

2/1/12 through 2/29/12

Council Staff

Linda Kelleher, City Clerk

Michelle Katzenmoyer, Deputy City Clerk

Maritza Loaiza, Administrative Assistant

Constituent Service

The following table is a rough tabulation of the number and type of issues addressed by the Council Office:

Calls for Directory Assistance

| Call Type | Number of Calls |
|----------------------------|-----------------|
| Solid Waste | 2 |
| Codes | 55 |
| Tax | 3 |
| Mayor | 3 |
| Police | 13 |
| Fire | 2 |
| Community Development | 0 |
| Planning & Zoning | 2 |
| Human Resources | 5 |
| Accounting/Finance | 11 |
| Law | 1 |
| Managing Director | 1 |
| RAWA | 12 |
| Public Works | 2 |
| IT | 0 |
| Parking Authority | 2 |
| Services Center | 8 |
| Human Relations Commission | 1 |
| Parks/Recreation | 0 |
| Streets | 0 |
| Building and Trades | 6 |
| Purchasing | 2 |
| Treasury | 3 |
| Auditor | 0 |
| Sanitary Sewers | 2 |
| Total Calls | 136 |

| <u>Message for Council</u> | <u>Complaints</u> | <u>Non-City Directory Assistance</u> | <u>Calls Handled In-Office</u> | <u>Total Calls</u> | <u>Walk-Ins</u> | <u>Email Requests</u> | <u>Email Complaints</u> | <u>Total Email</u> | <u>Total Constituent Service</u> |
|----------------------------|-------------------|--------------------------------------|--------------------------------|--------------------|-----------------|-----------------------|-------------------------|--------------------|----------------------------------|
| 23 | 4 | 36 | 258 | 457 | 57 | 919 | 572 | 1491 | 2005 |

Houses Identified As Missing Housing Permits, Business Licenses, or Zoning

Areas Covered: MDJ Cases
Property transactions
Citizen complaints
Assessment Appeals

Total (Since Feb. 2008): Approx. 11,745

Activities of Boards, Authorities and Commissions

Environmental Advisory Council – The Environmental Advisory Council continues to work on rain barrel regulations and has begun preliminary work on a steep slope zoning overlay district in conjunction with Jonathan Wood, a master’s candidate. In addition, the EAC heard updates regarding the remediation of Bernhart Park, storm water issues, and work on the City’s floodplain regulations.

Park and Recreation Advisory Committee – The PARC has not met since the formation of the Recreation Commission. Council is currently considering the future of the PARC. In addition, work on the 10 Year Park and Open Space Plan has ceased as this information will be included in the City’s updated Comprehensive Plan.

Health Fees Greenbelt Project – The HPO team has been established and the first meeting is scheduled for March 9. Prior to the meeting, the Deputy City Clerk will research the Maximus report to determine the calculation of the health fees and the team will hear a presentation on the inspection process. The team has been given a timeline of six months to complete the analysis and make a recommendation although they feel this can be accomplished in less time.

Board of Ethics – The Board of Ethics met to determine whether a recent complaint fell within the jurisdiction of the Board. After discussion with the Board’s solicitor, it was decided that this complaint fell outside the scope of the Board of Ethics and this decision will be communicated to the Investigative Officer.

Board of Health – The Board of Health met and discussed possible Bed Bug Legislation, possible Tattoo Legislation, and member status/vacancies. Dr. Eve Kimball has resigned but Dr. John Dethoff has joined the Board.

Blighted Property Review Committee – The BPRC is using this February/April, March/May hearing rounds to focus on properties for the CORE program. This cycle included 48 properties mostly located within the R1 and R2 low density zoning districts; 23 of these properties rectified their delinquency issues and were removed from the process. Also, the City will be taking title to approximately 50 properties that have been on the County Repository Sale list for between 10-20 years. These properties were added to

the spreadsheet with the properties that have been certified as blighted which will be reviewed at the quarterly meeting of the Housing Partners.

Reading LRA – Mary’s Shelter applied for a Conditional Use Permit for a group home in the main facility at the Navy Marine Center located on Kenhorst Blvd. They are also working on a subdivision plan that would allow the Navy to make a no cost transfer of approximately 2 acres to Mary’s Shelter. The 2 acre tract is located around the main facility that sits at the Kenhorst and Pershing Blvd section of the parcel. The subdivision plan will also allow the Navy to set the fair market value of the remaining 4 acre tract. At this point in time the Reading Redevelopment Authority is expected to place a bid to purchase the 4 acres.

Youth Fun Day – The Youth Fun Day Committee met and discussed the progress of the subcommittees, shirts, commitments of outside organizations and additional options, and the School District’s commitment to the event and providing lunches.

Staff Activities

Drafted and Prepared

Linda:

- Council Policy Book Amendment
- Annual Council Report
- Citizens Advisory Board MOU
- Conditional Use Ads, Flyers, Posting Notices
- LRA Flyers, Ads
- Downtown 2020 Flyer and Media Notice
- Ordinance Ads
- Meeting Ads
- Ordinance re reducing the amount of expenditures and allocations requiring Council’s approval from \$50,000 to \$25,000
- Resolutions reappointing Councilors to the LRA and BPRC
- Ordinance re the use of microphones at Council meetings
- Notices for HARB Appeal Hearing
- Minutes, Decision HARB Appeal 317 N 5th
- Referendum Question re health and safety regulations
- Notices, Orders, Affidavits & Summary Sheets for BPRC
- Update BPRC Acquisition Spreadsheet
- PowerPoint for Housing Alliance Blight Conference

Michelle K:

- BAC Expiration letters
- BAC Background Checks
- BAC Background Issues letters
- Complaint Updates
- Solicitation Permit Database Update
- Accounts Payable
- Staff Report
- Meeting Summaries

- Meeting Agendas – including ipad preparations
- Financial Interest Statements
- Update website Boards, Authorities and Commissions
- Office Supply orders
- Recreation Commission Agenda
- Update BAC addresses file
- Update BAC information on website
- Update Councilors on Upcoming MDJ Cases regarding Property Maintenance Issues
- Weekly Housing Research Memo
- Annual Staff Report
- Planned Public Meetings for Downtown 2020 project
- Ordinance Amending the Membership of the Animal Control Board
- Mailing for Naval Marine Center/LRA meetings
- Council Policy Handbook
- Update Website with new Council Committees and Schedule
- Trained on Mailroom Equipment
- Draft Public Private Partnership Agreement
- Ordinance Rescinding Bill 59-2010
- Update BAC Handbook by adding information on the Main Street Board
- Update Job Description
- Draft Ordinances allowing DID Bicycles on Sidewalks
- Draft Ordinance re Water Authority Lease Agreement
- Commendations
 - ACOR
 - African-American Museum
 - Dominican Independence Day
 - L & H Signs
 - WEEU
- Certificates
 - Strat Marmarou
 - Berks Catholic Fall Athletes
 - Dr. Lloyd Norman
 - Rev. Jeffery Bell Sr
 - Bishop Robert Hinson
 - Alice Natera
 - Hazel Owens-Black
 - Mary Jo Smith
 - Albert Washington
 - O. Christopher Miller
 - Steven Belinski
- Appointment/Reappointment Resolutions
 - Heather Hanna
 - Barrie Pease
 - John Dethoff
 - Administrative Services Director

Maritza:

- Copy and distribute all memos, handouts, and agendas per City Clerk to Council and other departments
- Scan legislation
- File all paperwork (i.e., contracts, minutes, agendas, bills, ordinances, resolutions, etc.) accordingly
- Distribute incoming mail to office staff and council members
- Register meeting speakers as requested
- Prepare and mail Thank You letter for invocators at City Council meetings
- Prepare and mail Thank You letters to speakers
- Answer constituent questions to best of my ability, forwarded complaints to appropriate departments, and updated complaint log
- Assisted constituents with legislative information they were researching or requesting
- Mail all necessary handouts/paperwork to BAC members
- Translate any needed fliers and documents
- Locate, Scan, and/or Copy requested legislation for various departments, other entities, or constituents.
- Type and correct dictation done by City Clerk
- Complete accounts payable forms and update budget
- Prepare Council agenda packets
- Prepare Board of Health agenda packets
- Prepare Board of Health minutes
- Provide IT with live update information for online codified ordinances
- Scan and archive old legislation into DocStar

All staff:

- Committee of the Whole minutes, Committee meeting minutes and Regular minutes
- Drafted correspondence and memos for members of Council

Researched

Linda:

- Salary Survey
- Council Committees & Council Policies in other Cities
- Land Banking Legislation
- Act 90 Tools for BPRC
- Act 511

Michelle K:

- Steep Slope Zoning Overlay Districts
- Health Permit Fees

Maritza:

- None

Meetings Attended

- Linda:
- 2/1 - John Hoffert re Navy Marine Center
 - 2/1 - Oath Police Sergeants
 - 2/6 - Codes, Fire, Police re Planning for Dangerous Structures
 - 2/6 - HARB Appeal Hearing 317 N 5th St
 - 2/7 - CD Manager re BPRC
 - 2/7 - Conference Call w/ PFM re Audit Committee
 - 2/8 - Webinar Sunshine Act
 - 2/8 - Oath to Police Trainees
 - 2/9 - R-BAR re CORE
 - 2/9 - Wyomissing Foundation & J, Kromer re Housing
 - 2/9 - Act 47 Implementation
 - 2/10 - L. Olsen re DT2020
 - 2/13 - ICC
 - 2/14 - PFM re Audit Committee
 - 2/15 - Administration, City Council re 904 Old Wyomissing Rd Student Home
 - 2/15 - Administration Council Pres & CAB re function of CAB
 - 2/16 - J. Kromer re BPRC & Housing
 - 2/16 - BRPC Hearing
 - 2/21 - T. Butler, K, Mooney re Eminent Domain
 - 2/23 - R-BAR, Law, Codes re Cert. of Transfer
 - 2/23 - R-BAR, Law, Codes re BPRC & CORE
 - 2/23 - Act 47 Implementation
 - 2/24 - CD Manager re Habitat for Humanity funding
 - 2/25 - Land Use Seminar
- Michelle K:
- 2/1 – Swearing In Ceremony New Police Officers
 - 2/6 – Administrative Oversight Committee
 - 2/7 – Marcia Goodman-Hinnershitz, Charlie Jones and Hill Climb Representatives
 - 2/7 – Press Conference on Hoarding
 - 2/8 – Webinar on PA Sunshine Act
 - 2/10 – Staff Meeting
 - 2/13 – Committee of the Whole
 - 2/16 – Board of Ethics
 - 2/21 – Public Works, Public Safety, and Neighborhood Services Committee
 - 2/25 – PA Land Use Institute
 - 2/27 – Committee of the Whole
 - 2/28 – Environmental Advisory Council
- Maritza:
- 2/1 – Board of Health
 - 2/8 – Webinar on PA Sunshine Act
 - 2/10 – Staff Meeting
 - 2/22 – Youth Fun Day

Requests for Information – 2

Council Activities

Topics under Discussion and Consideration

- Council conducted an interview for a candidate for the position of Administrative Services Director and CD Director
- Council reorganized the Committee structure and now has five standing committees:
 - Nominations and Appointments
 - Open Government, Rules and Intergovernmental Relations
 - Housing, Economic Development and Strategies
 - Finance, Audit and Budget
 - Public Safety, Public Works and Neighborhood Services
- Council heard two presentations on the amendments to the City's Property Maintenance Code
- Council began the Council Policy Book review process

Legislation under Consideration

- **Bill No 8- 2012** - amending Chapter 5, Code Enforcement of the Codified Ordinances of the City of Reading by adding Alleys, Recycling Storage and the Food Code to existing Quality of Life Violations and amending language regarding Waste/Trash Storage Times and in the Current Fines and Penalties Section (**Law**) *Introduced at the January 9 regular meeting*
- **Ordinance** - amending the 2012 solid waste budget, reallocating certain advertising, contracted services and postage funds to the 2012 vehicles budget (**Bus Analyst**)
- **Ordinance** - authorizing the Mayor to acquire, by condemnation or otherwise, a fee or easement interest, as deemed necessary or prudent by the mayor, in the parcels of land identified as property identification numbers 18530651852796 and 18530616947572 (the "properties") located along the west shore of the Schuylkill River between the Sixth and Canal Pump Station and Fritz Island Wastewater Treatment Plant ("WWTP") for the purpose of constructing and maintaining such sanitary sewer facilities required for the efficient transportation of sewage to the WWTP (**Man Dir**)
- **Ordinance** - amending the City of Reading Codified Ordinances Chapter 1 Administrative Code, Part 2, §1-221. Categories of Employment by including compensated interns as temporary employees (**Law**)
- **Ordinance** - establishing a four-way stop intersection at St. Bernardine Street and Greenway Terrace in the City of Reading, Pennsylvania (**Law**)
- **Ordinance** - authorizing the Mayor to acquire the properties from the Berks County Tax Claim Bureau's current repository list as attached as Exhibit "A" (**Law**)

- **Ordinance** - amending Bill No. 7-2012 and Codified Ordinances §1-115 - Meetings to be Public providing additional language relating to the use of electronic recording devices at meetings (**Council Staff/Law**)
- **Ordinance** – refinancing the 2005 Bonds with a General Obligation Note, Series of 2012, in an aggregate principal amount not to exceed two million six hundred fifty five thousand dollars (\$2,655,000) (**Financial Solutions**)
- **Ordinance** - authorizing the Mayor to attempt to acquire ownership of the premises known as 405A South 7th Street, Reading, Berks County, Pennsylvania, from the Berks County Sheriff's Judicial Sale (**Law**)

Legislation Adopted

- **Bill No. 11-2012** - amending the 2012 City of Reading general fund budget by authorizing the transfer of funds from the Department of Public Works to the Information Technology Division (**Controller**) *Introduced at the January 23 regular meeting*
- **Bill No. 12-2012** - amending Code of Ordinances, City of Reading, Chapter 1, Administration and Government, Exhibit A City of Reading Purchasing Policy & Procedures, Administrative Procedure Bid Solicitation, Evaluation & Award Procedure to require an Approved Apprenticeship Program and Minority Hiring (**Law**) *Introduced at the January 23 regular meeting*
- **Bill No. 13-2012** - amending the 2012 budget of the Property Maintenance Division of the Department of Community Development by authorizing the transfer of funds from salaries to purchase vehicles and to create a line item for vehicle purchase (**Bus Analyst**) *Introduced at the February 13 regular meeting*
- **Bill No. 14-2012** - amending the City of Reading Codified Ordinances Chapter 1 Administration and Government, Section 186 G Fiscal Provisions by reducing the amount of expenditures and allocations requiring council's approval from \$50,000 to \$25,000 (**Council Staff**) *Introduced at the February 13 regular meeting*
- **Bill No. 15-2012** – setting forth the salary of the Director of the Community Development Department at \$75,000 annually (**Council**) *Introduced at the February 13 regular meeting*
- **Bill No. 16-2012** - amending the City of Reading Codified Ordinances Chapter 2 Animals Section 2-116 Animal Control Board Established by amending the membership of the Board to seven members and removing alternate members (**Council Staff**) *Introduced at the February 13 regular meeting*
- **Bill No. 17-2012** - setting forth Council's intent to issue a series of general obligation bonds of the City in the aggregate principal amount not to exceed five million dollars (\$5,000,000) (**Man Dir**) *Introduced at the February 13 regular meeting*
- **Bill No. 20-2012** - amending Chapter 5, Code Enforcement, Part 6, Property Maintenance, of the Codified Ordinances of the City of Reading, Pennsylvania, by

adopting and amending the International Property Maintenance Code of the International Code Council, 2012 Edition, as deleted, modified or amended as set forth to create a revised City of Reading Property Maintenance Code establishing minimum regulations governing the conditions and maintenance of all property, buildings and structures, by providing the standards supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use and the condemnation of buildings and structures unfit for human occupancy and the demolition of such structures as attached as Exhibit A (**Law**)

- **Resolution** – appointing Heather Hanna to the Board of Trustees of the Reading Public Library (**Admin Oversight**)
- **Resolution** – reappointing Barrie Pease to the Animal Control Board (**Admin Oversight**)
- **Resolution** – appointing John Dethoff to the Board of Health (**Admin Oversight**)
- **Resolution** - removing Vaughn D. Spencer from the Reading Local Redevelopment Authority and appointing Council President Francis Acosta and District 1 City Councilor Randy Corcoran to the Reading Local Redevelopment Authority, for a three (3) year term, as required by Bill No. 14-2009 (**Council Staff**)
- **Resolution** – allowing the City to reimburse funds expended for the waste water treatment plant project upon receipt of the debt financing (**Man Dir**)
- **Resolution** - Denying the appeal of the Certificate of Appropriateness, as attached in the findings of fact, for the installation of vinyl replacement windows at 317 North 5th Street, Peter Hart, owner (**Council Staff/Law**)
- **Resolution** – appointing Councilor Randy Corcoran to the Blighted Property Review Committee (**Council Staff**)
- **Resolution** – appointing Lenin Agudo as Community Development Director (**Mayor**)

Committee Discussion Topics

Finance, Audit and Budget Committee

- Reviewed **legislation** with financial implications
- Heard an update from the City Auditor on **capital project audits**
- Reviewed the City's **financial status** and **IT report**

Public Safety, Public Works and Neighborhood Services Committee

- Reviewed legislation regarding a new **four way stop sign** at **St Bernardine St** and **Greenway Terrace**

- Reviewed legislation regarding the need for **condemnation proceedings** for certain parcels of land near the waste water treatment center

Open Government, Rules and Intergovernmental Relations Committee

- This Committee will hold its first meeting in March

Housing, Economic Development and Strategies Committee

- This Committee will hold its first meeting in March

Administrative Oversight Committee:

- This Committee will become the Nominations and Appointments Committee in March
- **Boards, Authorities & Commissions** – conducted 3 appointment and reappointment interviews and recommended 3 appointment and reappointment actions, where applicable, to the body of Council.
- Discussed possible placement options of those on the Redistricting Committee to another BAC to remain active in City business